

INT_OTH_04: Change Control Procedure

Version	0.1	
First Trading Date with the current version	15/11/2019	
Status	<input checked="" type="checkbox"/> Draft	<input type="checkbox"/> Final

Approval

Version	Date	Name	Function	Signature

Previous versions

Version	Date	Author	Summary of changes
0.1	15/11/2019	MAVIR	Initial draft provision
0.2	23/02/2021	MAVIR	Simplified "RISK AND IMPACT ALLOCATION"
0.3	03/032021	PWG	Final validation by PWG

Remarks

The document should be read together with Article 8 of the Interim Coupling Regional Operational Agreement

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1. Introduction

1.1. Purpose

This document describes the Change Control Procedure to be used as part of the SDAC operations, concerning the Interim Coupling region. It provides a controlled environment in which changes can be implemented efficiently with the minimum of delay and the least risk.

The process aims at tracking all types of changes from major changes through the scope and functionality of the Interim Coupling region to minor bugs in the software.

Whilst the majority of changes are likely to be simple operational changes, it is still important that the procedure is robust to the processing of more complex changes.

1.2. Outline of the Change Control Procedure

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1.3. Users of this Document

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1.4. Scope

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1.5. Structure of Document

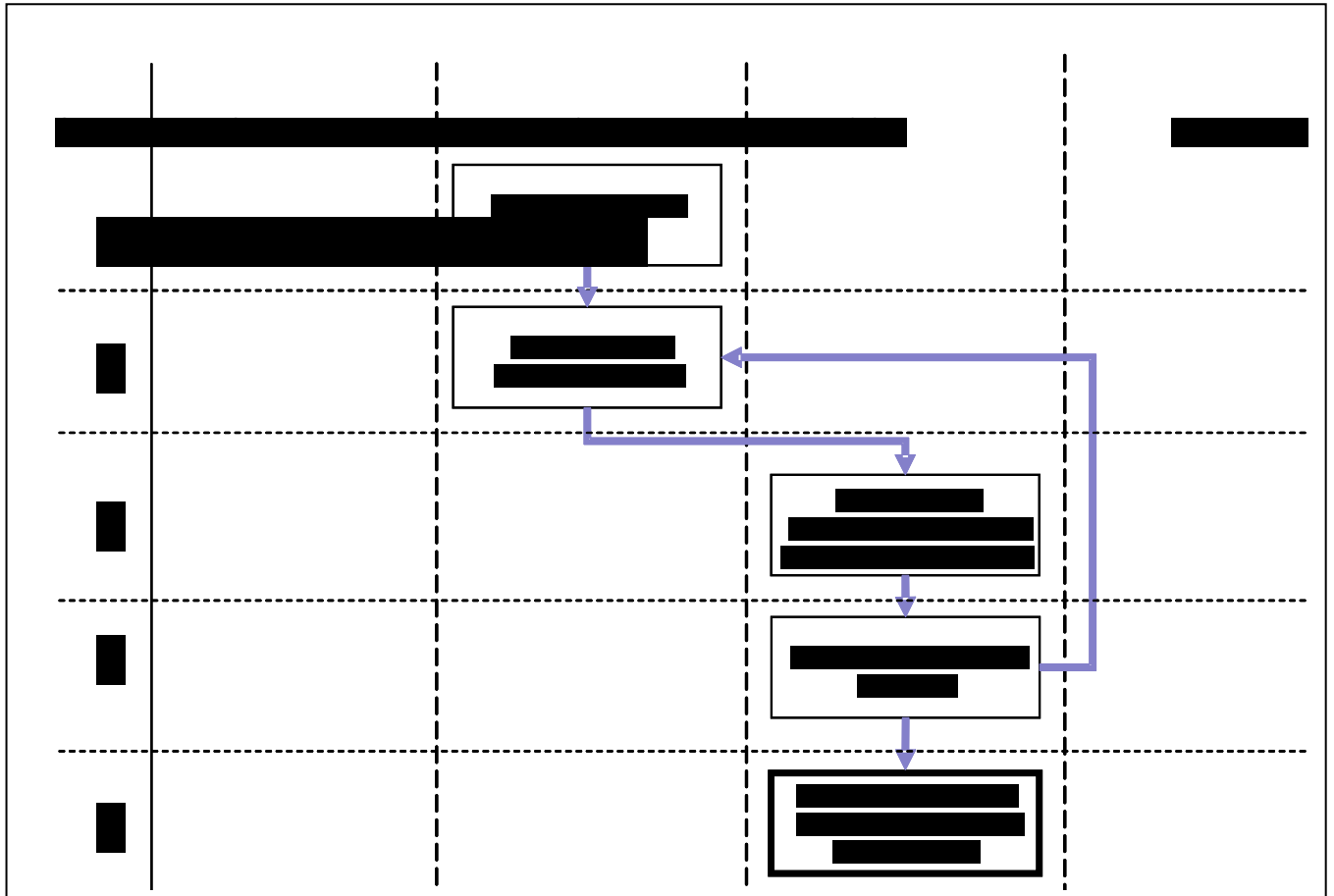
[Redacted text block]

2. Workflow Diagram

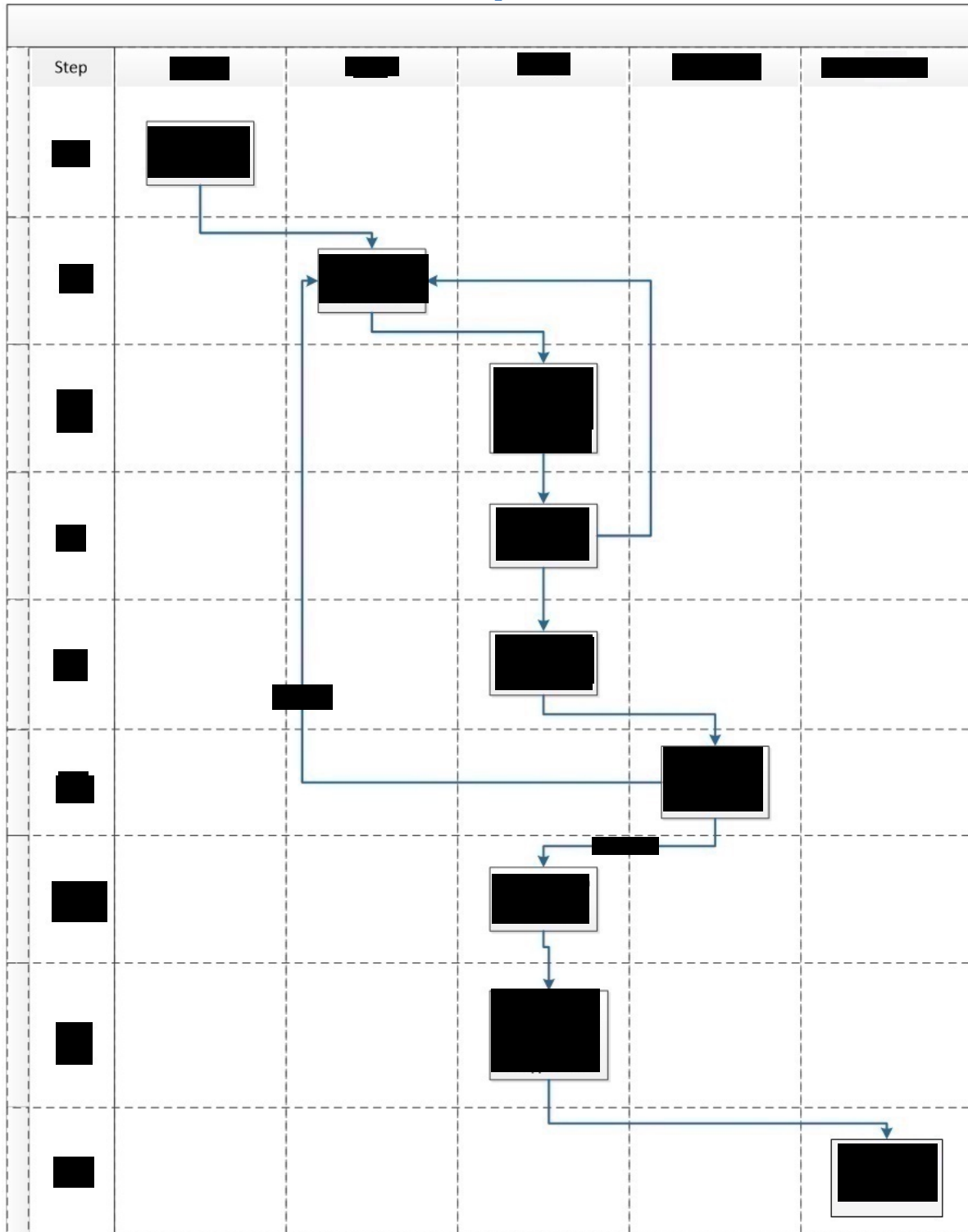
2.1. Introduction

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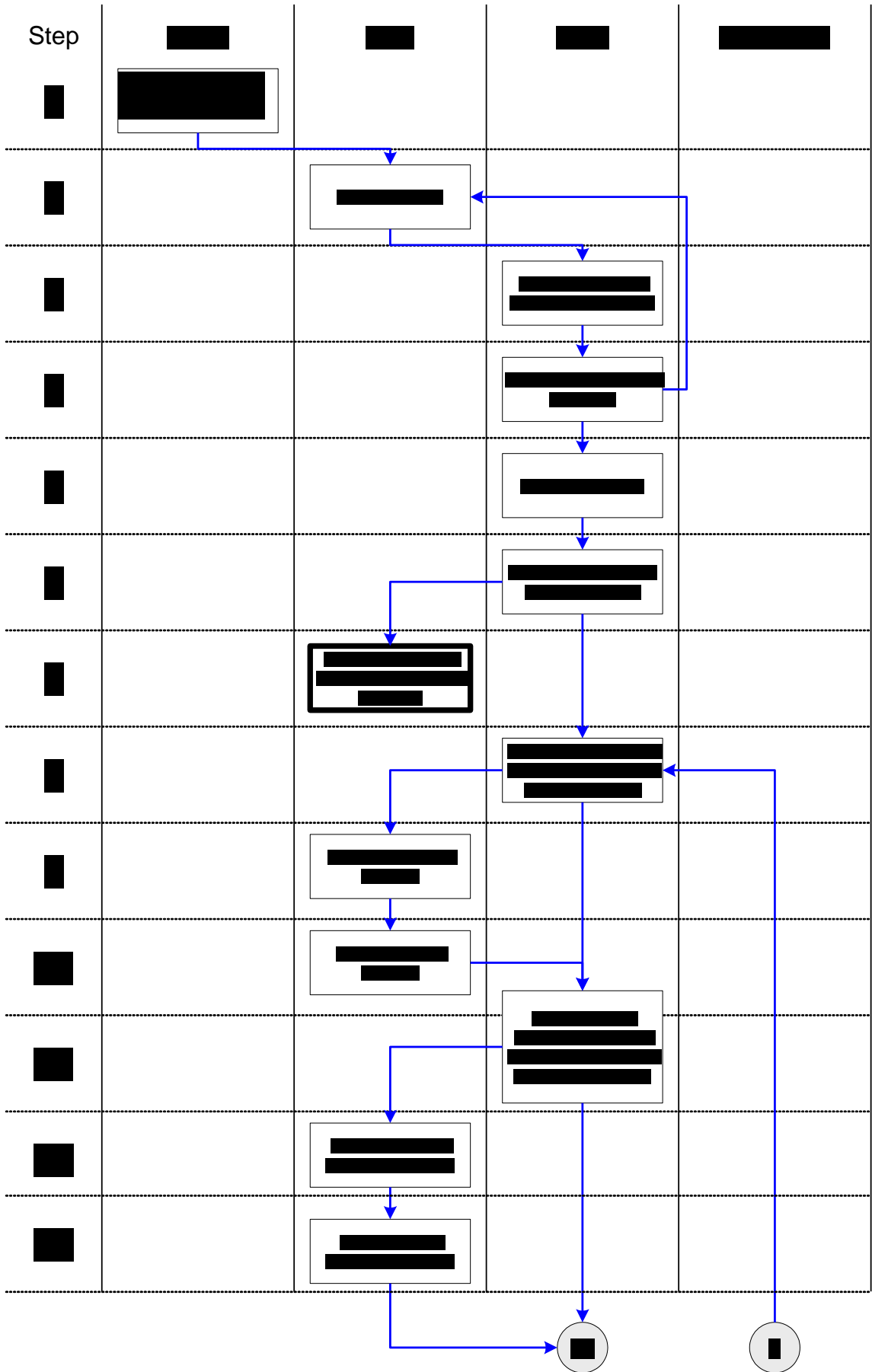
2.2. Amend / Add LCA Details

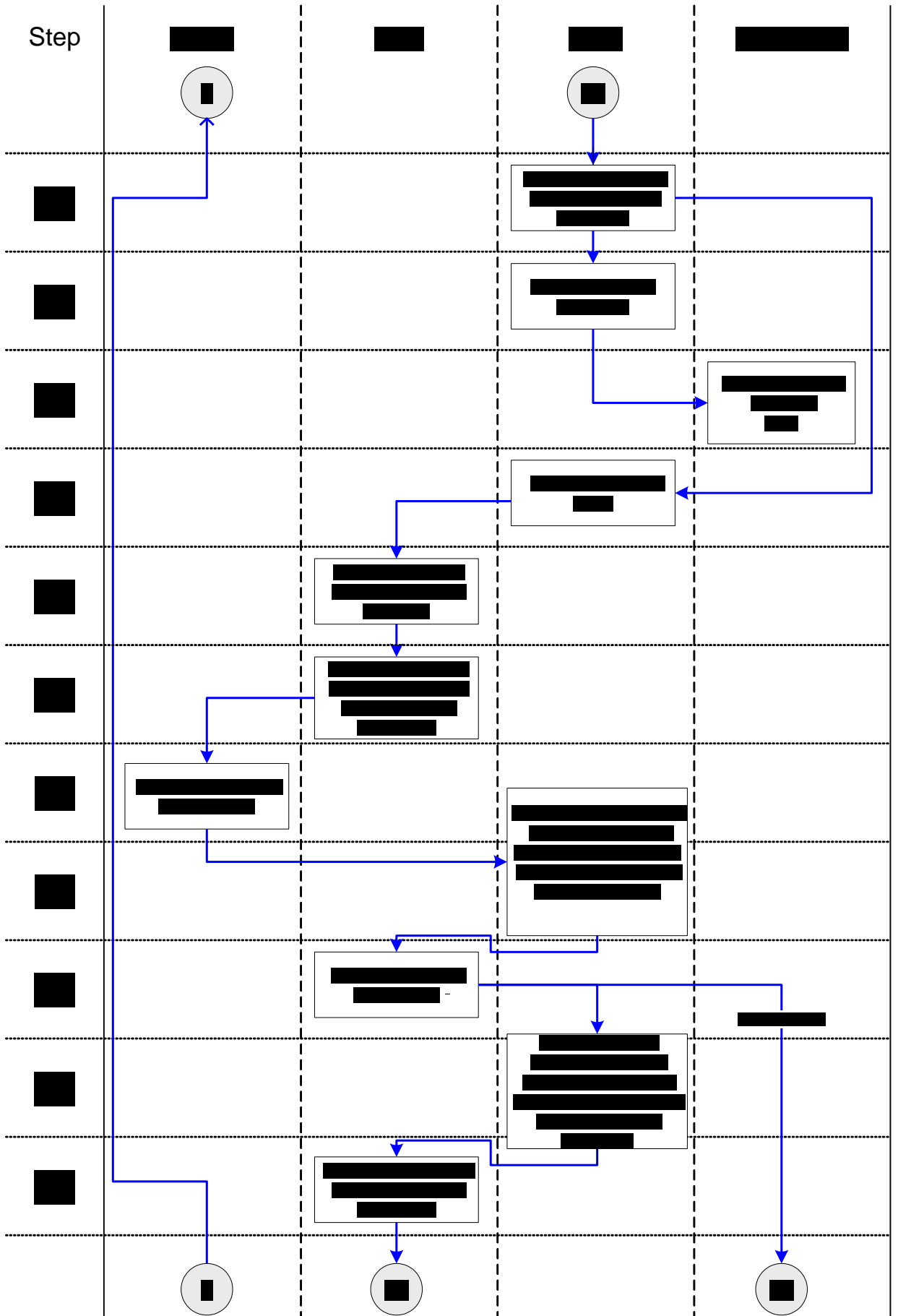


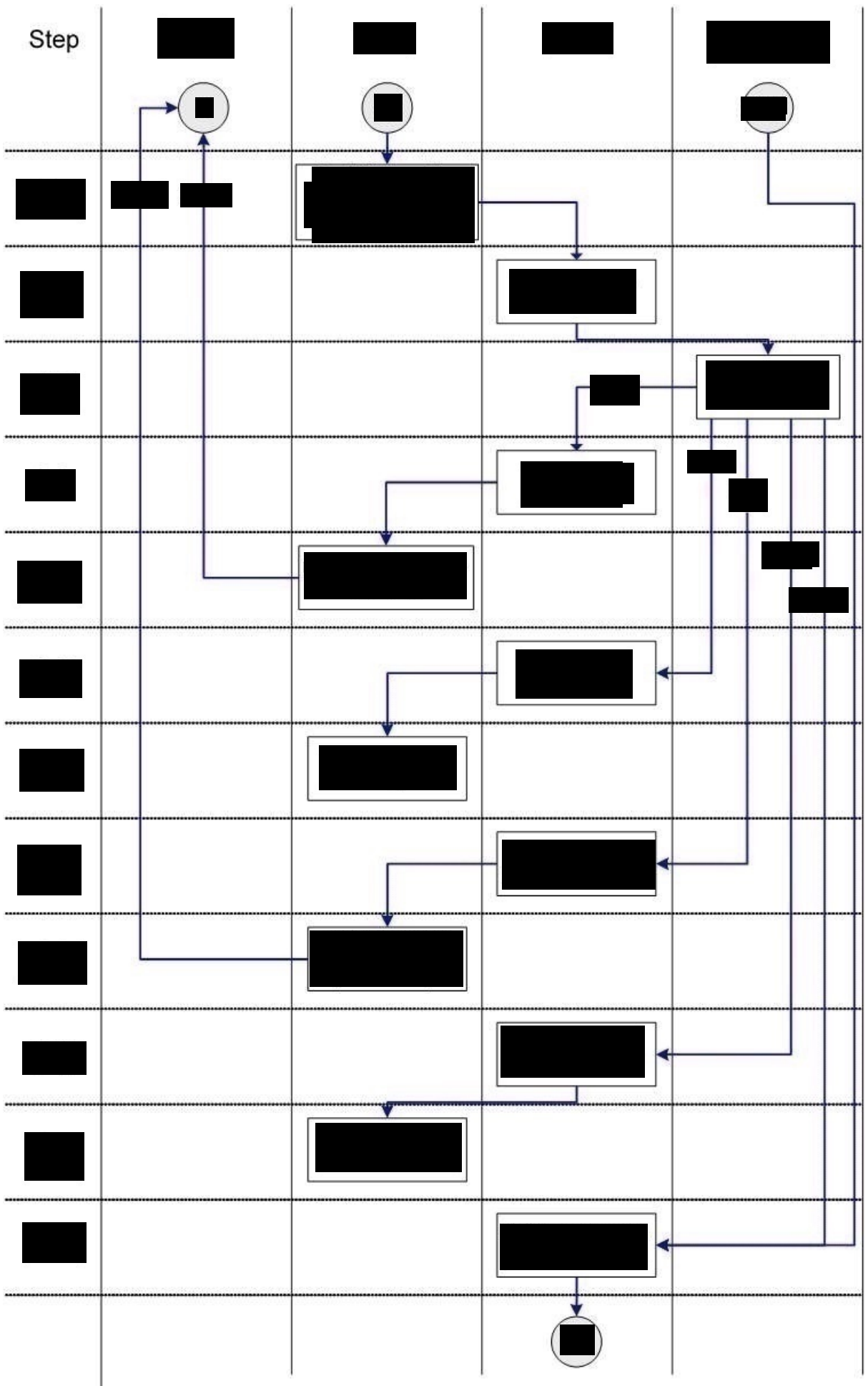
2.3. Amend the Operational Procedures

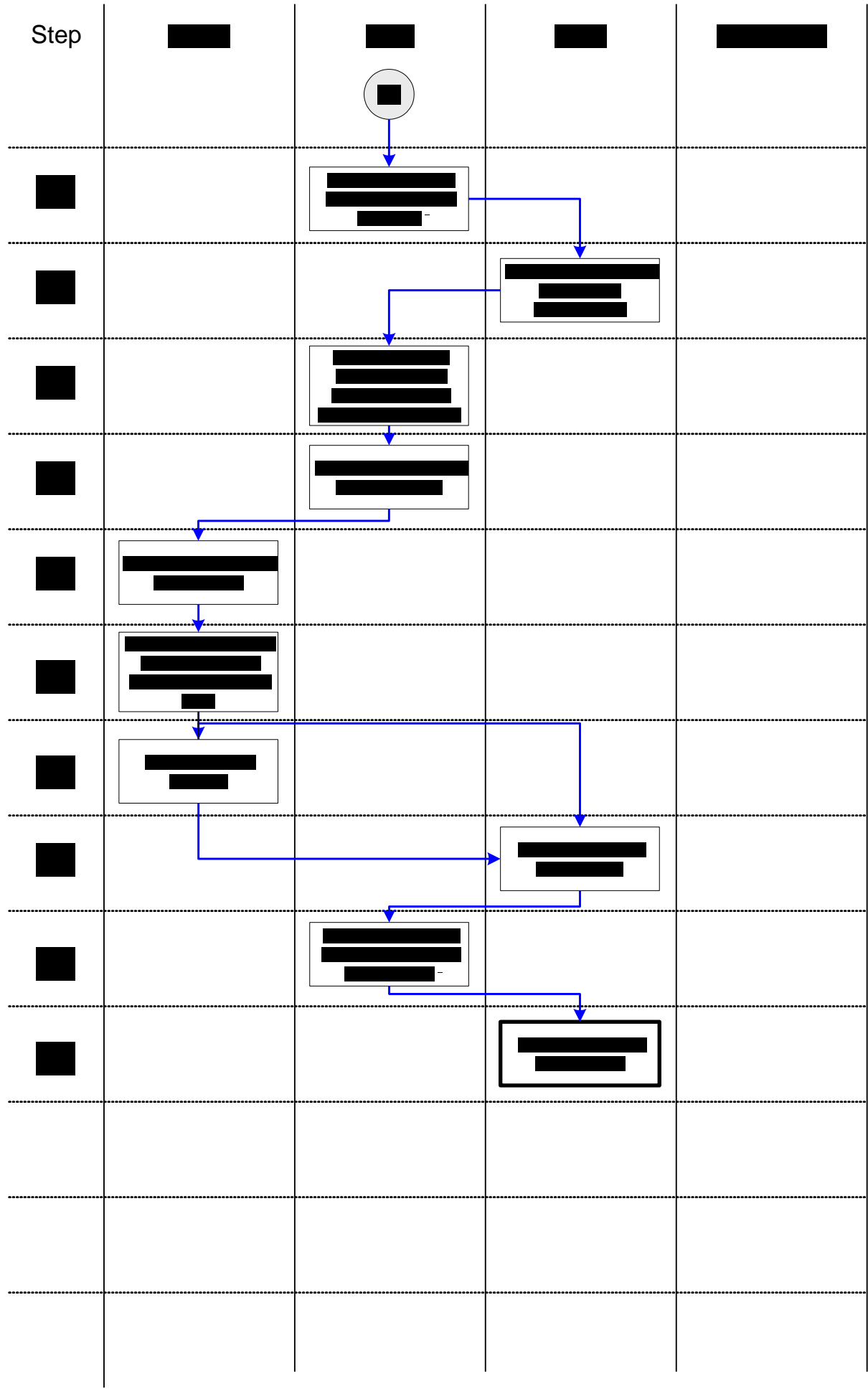


2.4. RFC Procedure









3. Activity and Timing Information

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3.1. Amend / Add LCA Details

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Related Form(s)
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2	[Redacted]	[Redacted]	[Redacted]	[Redacted]		[Redacted]
3	[Redacted]	[Redacted]	[Redacted]	[Redacted]		
4	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Related Form(s)
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

3.2. Amend the Operational Procedures

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Related Form(s)
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Related Form(s)
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
2	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
3	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	

3.3. RFC Procedure

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]			
2	[Redacted]	[Redacted]	[Redacted]	[Redacted]			[Redacted]

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
				[REDACTED]			
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
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Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
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■	<div style="background-color: black; width: 60px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 80px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 50px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 45px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 55px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 45px; height: 15px;"></div>	■	<div style="background-color: black; width: 50px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 60px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 45px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 55px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 45px; height: 15px;"></div>	<div style="background-color: black; width: 350px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 40px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 350px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 345px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 120px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 345px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 130px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 350px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 20px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 75px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 10px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 270px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>			
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Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
	[REDACTED]						
■	[REDACTED]	■	■	[REDACTED]	[REDACTED]	[REDACTED]	
■	[REDACTED]	■	■	[REDACTED]	[REDACTED]	[REDACTED]	
■	[REDACTED]	■	■	[REDACTED]	[REDACTED]	[REDACTED]	
■	[REDACTED]	■	■	[REDACTED]	[REDACTED]	[REDACTED]	
■	[REDACTED]	[REDACTED]	■	[REDACTED]	[REDACTED]	[REDACTED]	

4. Change Control Forms

4.1. Introduction

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.2. LCA Registration Form

[REDACTED]		
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]		
[REDACTED]		
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4.3. Operational Procedure Form

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<p>[REDACTED]</p>		<p>[REDACTED]</p>		<p>[REDACTED]</p>	

4.4. Request for Change Form

[REDACTED]

<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
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<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
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<p>[REDACTED] [REDACTED] [REDACTED]</p>		
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>		
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>		
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED] [REDACTED]</p>		<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED] [REDACTED]</p>	

4.5. Solution Proposal Form

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[Redacted]		
[Redacted]	[Redacted]	

[REDACTED]			
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[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		

4.8. Objections Form

[REDACTED]		[REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]		
[REDACTED] [REDACTED]		
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
[REDACTED] [REDACTED]		

4.9. Component Version Update Form

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[Redacted]		
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[Redacted]		
[Redacted]	[Redacted]	[Redacted]

5. Risk and Impact Allocation

5.1. Categories and Risk

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

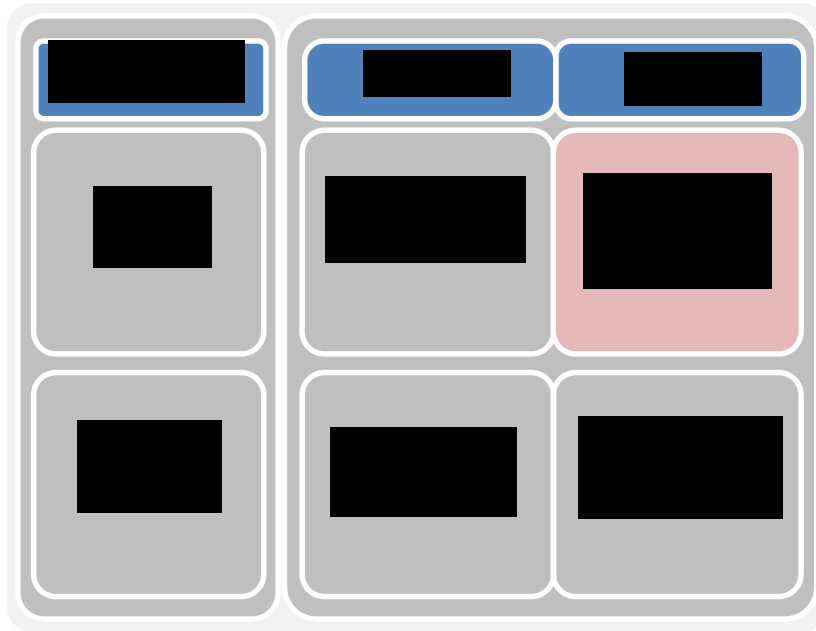
5.2. Component list

Code	Description of Component	Cat 1	Cat 2
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	■ -	
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	■	
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	■	
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	■	
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	■	
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		

[REDACTED]

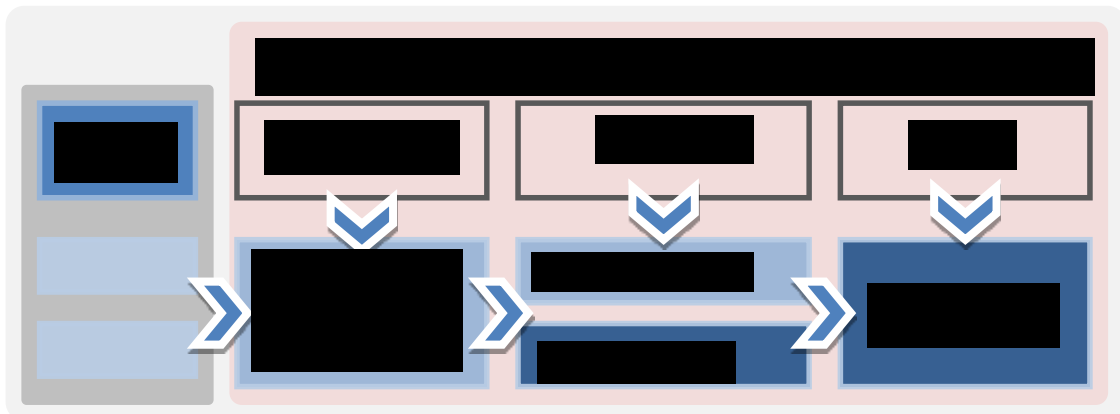
5.3. Component Impact

[Redacted]



5.4. Route of the Change through the Procedure

[Redacted]



6. Assurance Gathering

[REDACTED]

6.1. Assurance Activities

[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]

6.2. Scope of Assurance Gathering

[Redacted text block]

	[Redacted]	[Redacted]
[Redacted]	[Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]s	[Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]
[Redacted]	[Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]	[Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]

[Redacted text block]

7. Tasks of the Interim Coupling OPSCOM under the Change Control Procedure

[Redacted]

7.1. General tasks

[Redacted]

[Redacted]

[Redacted]

[Redacted]

7.2. Specific tasks

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

8. Tasks of the CCA under the Change Control Procedure

8.1. Introduction

[Redacted text block]

8.2. Tasks of CCA

[Redacted text block]

[REDACTED]

9. Tasks of the LCA under the Change Control Procedure

9.1 LCA Summary

[Redacted text block]

9.2 Tasks of LCA

[Redacted text block]

[REDACTED]

[REDACTED]